STATE GENRA LA

Application RECORDS DISPOSITION STANDARD

PAG		1			
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	1				

1 . Application Date	INSTRUCTIONS: See separate instructions for completion of		
2 Agency Application No.	front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention:	. (_
7	Records Management Officer.	MUV 22 19/1 &	
3 . AGENCY, Division, Subdivision	n & Administering Office Address	Person to Contact	
Office of the Co Georgia Industria	mptroller General al Loan Department	James E. Young	
Room 125, State	- -	5. Working Title Depty. Loan Comm	6. ^{101. No.} 1. 656-2080
7.ACTION REQUEST			লাকী কলি । পুৰ্বাধন কলা সামানুক্তিক কৰা কলাক কলা কৰা

ESTABLISH DISPOSITION STANDARD: RECORD WILL CONTINUE TO ACCUMULATE DISPOSE OF PRESENT ACCUMULATION:

1968-1969 to date | Georgia Industrial Loan Department Quarterly Insurance Reports

To coordinate investigations of all applicants for Industrial Loan licenses to make the determination that the financial stability, convenience and advantage, and the needs of the consumer will be met before license is issued. Process and issue renewals of the approximately 1100 licensees yearly. To levy and collect annual license fees, investigative fees, and monthly Loan Tax on all loans made pursuant to the Act. To provide day-to-day administration of the Law, Rules and Regulations as they apply to the Industrial Loan industry in Georgia.

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Form IL-13, Quarterly Insurance Report, contains the amount of loans made; insurance premiums charged; refunds, net premiums; number of claims paid; total amount of claims paid; per cent of claims paid to net premiums; and name of insurance company. These are filed by the Industrial Loan licensees in the State of Georgia on a quarterly basis.

. EQUIPMENT OCCUPIED	No. of Beauty.	Cu. Pt. of Records			Drawere	Cu. Pt. o	
Letter-sise File Dravers	·		ARRUAL RATE OF ACCUMULATION	1			
Logal-size File Dravers			Ficor Space Occupied (Square Feet)		1ce(s)	In Store	
Records Center boxes	2	2 cu. ft.	By Annual Accumulation	This Year's	Last Year's	Preceding	200 (200 (200 (200 (200 (200 (200 (200
<u> = use tradición de la latera qui sus estas e</u> La companyación de la companyac)	<u> </u>	AVERAGE DATLY REFERENCES	0	0	0	0

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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	ES	NO
13. Is this the Record Copy of the series?	[X]	[]
14. Is there a duplication of this series in another office or agency?		[x]
15. Is the information contained in this series ever summarized or published?	[]	⋈
16. Does the series contain classified information requiring security handling?	֓֞֞֞֞֓֞֓֓֞֓֓֓֓֞֓֓֓֓֞֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓	×
17. Does the series document policies and procedures of agency's operation or function?		M
18. Could the function be performed if the files were lost or destroyed?	x	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	Ø
20. Does the record series provide data as input to an EDP file?	[]	, [x]
	[]	[2]
22. Is the series affected by Federal or grant funds?		
23. Will there be a need for these records 10, 15 years from now? If yes, what?		[x]
24. REQUIREMENTS. The following requires the files to be kept 5 5 years:		
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[ADMINISTRATIVE f.[]HISTOR	300	W.
LAW LIMITATION PERIOD LAW DECISION VALUE	TOAL	,
(Cite Law, Statute, or other reason for the retention requirement) Georgia Industrial Loan Act requires loan companies to keep their records 4 years, and we	e fe	el
that we should keep them at least one year more.	he e	n đ
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the of each -[]CALEWDAR YEAR -[]FISCAL YEAR -[]OTHER	,the	en:
A.[]Destroy immediately after cut off.		
B. MHold in current files area 5 3 month(s)/ 1 year(s), then:	. 111 <u>1</u> 171 <u>5</u>	· ·
a MDestroy. b []Transfer historical material to Archives;	3 (†) 3 (*)	
destroy remainder.		-
3 []Destroy after audit (oryear(s) after audit). C.[]Hold in current files area indefinitely.		
D.[]Hold in current files area year(s), then transfer to Archives permane E.[]Other	ыст	y •
(Indicate briefly rationale for recommendations above/or write additional remarks):	
ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE) 26. Involutory taken by Recommendations propered by Approved for Division Date Records Management Office of the Control of the	cer	Date
Virginia Adams James E. Young The Chelle	Date.	11-4-
in Paragraph 25 []Approved []Disapproved []Arroll Wart	Date	_
Sec/Stary of State	Date	-22-7
are: []Approved []Disapproved /Jeww. Intohuly	Date	22/
Mapproved []Disapprove Immy (lark)	1 ,	



DEPARTMENT OF ARCHIVES AND HISTORY ATLANTA, GEORGIA 30334 DIRECTOR 656-2358 INFORMATION 656-2381 AREA GODE 404

December 7, 1971

SUBJECT: Records Disposition Standard

TO:

COMPTROLLER GENERAL

ATTENTION: MICKEY ANDERSON, RMO

1. Enclosed (are) (is) approved Records Disposition Standards for the following files:

Quarterly Insurance Report Files, 1968 to Date

- 2. The following actions will be taken to implement the approved standard:
 - a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:

 QUARTERLY INSURANCE REPORT FILES (Insert Date of Files)

 Cut off at end of CY; hold in current files area 1 yr., then transfer to records center; hold 4 yrs., then destroy.
 - b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.
 - c. Report surplus files equipment to this office.
- 3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn

State Records Management Officer Archives and Records Building Atlanta, Georgia 30334

Enclosures: 1. AR-50-71, Form for Disposition Standards

2. Labeling Procedures